

I used four handbooks to produce my new version; GSA's draft is the easiest of the four to work with and rewrite--consequently, my version and GSA's are very similar. The other two handbooks used were HB [] by Rita and the OC/[] 25X1 version.

The changes were so great that a comparative chart would be a good deal longer than this note.

HB [] produced in August of 1963 is the best handbook put out by the Agency; OC/[] certainly 25X1 required the least amount of work due to the fact that it was produced in July, 1967.

My new version has 2 basic styles: the block form and the modified block/indentation form; the latter apparently has some appeal to people in this Agency. My new version has one format for all communications--the Government letter in the two styles mentioned. It resembles the GSA handbook closely; however, it excludes style practices and includes security, mail handling, special correspondence for TS material and that prepared for the DCI and DDCI.

Specifically, Optional Form 10, speed letter (form, 1831),
and ~~Memorandum of Conversation (form, 1132)~~ were dropped.

25X1

Part V of OC/ version was dropped; this dealt with "Forms of Address" which can be found in any government handbook or dictionary. The one exception was the salutation "Respectfully yours" used ~~by~~ in letters addressed to the President and the Vice-President; this was included in Part I of the new version, Preparation of Letters. Part VI on Forwarding memorandums was dropped since that was adequately handled in the parts dealing with mailing of letters and in Part VIII in the materials used to forward memorandums.